DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: POLICY MANUAL MANAGEMENT SYSTEM   POLICY 1.01

Authority: DSHS Administrative Policy 11.06

PURPOSE

This policy describes a policy manual management system for the development, revision, approval, and distribution of division policies and other written communication.

SCOPE

This policy applies to all division organizational units.

POLICY

The director of the Division of Developmental Disabilities, or their designee, shall approve and publish policies, procedures, and other written materials to inform clients, staff, the public, and other entities of requirements necessary to manage the resources of the division. Central Office staff shall manage the division's review and approval system for policies, procedures, and other written material as provided in the Policy Management Manual. Office of Program Support shall manage the division policy manual and shall designate a staff to be responsible to maintain and coordinate all activities of policy manual management. The activities of the designated policy manual manager shall include:

A.   Using only the Policy Format (Attachment 1) for all new policies;

B.   Receiving and distributing all draft policies for review by division management team and appropriate program manager(s);

C.   Forwarding each policy in its final form for signature by the director or designee;

D.   Ensuring all policies approved by the director are distributed to all policy manual holders of record; and

E.   Ensuring policies are reviewed every three years.

SUPERSESSION

None

Approved: _/s/ Norm Davis_   Date: _2/17/94_
                    Director, Division of Developmental Disabilities

DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: POLICY FORMAT   POLICY 1.01

Authority: *List pertinent federal and state statutes and regulations, DSHS policies,*
                      and other related DDD policies.

BACKGROUND: *Describe history of issue briefly.*

PURPOSE: *Describe intent of policy.*

SCOPE: *Indicate what organizational units, staff, contractors, and/or clients to*
                      whom the policy applies.

POLICY: *Write a complete statement of the policy.*

PROCEDURES: *In logical and sequential order, describe the action steps required to*
                      implement the policy.

DEFINITIONS: *Define important terms used in the policy.*

MONITORING
FUNCTION: *Describe oversight and documentation process (may be included here or*
                      *in **PROCEDURES** section).*

EXCEPTION:

SUPERSESSION: *List previous policy directives by number and date of issuance.*